

DRIVER EMERGENCY PLAN

RESPONSE AND REPORTING PROCEDURE FOR ACCIDENTS/SPILLS INVOLVING HAZARDOUS MATERIALS

1. This Emergency Response Plan is to be used as guidance in the event a container of hazardous material has been damaged or there is a release of a hazardous material during transport. The following actions are to be taken in addition to all normal actions necessary to control an accident situation (e.g., giving first aid to injured personnel, placing caution devices on the road, notifying authorities, etc.):

- a. Isolate the immediate area around the vehicle.
- b. Prevent unauthorized personnel from entering the area.
- c. Notify local authorities.

d. Notify the Norfolk Naval Shipyard Duty Office immediately at telephone (804) 396-3221 and report as much of the following information as available at the time. Do not delay calling if all of the information is not known.

- (1) Time and location of occurrence.
- (2) Description of what happened.
- (3) DOT shipping name.
- (4) Manifest number
- (5) Extent of property damage and personnel injuries
- (6) Who is in charge at the scene
- (7) What civil agencies have been notified
- (8) Telephone number for call back
- (9) What assistance is needed

e. Do not immediately move vehicles, containers, or wreckage unless such action will reduce spread of the hazardous material.

f. Identify people who have been in the immediate areas of the vehicle or compartment where the material was stored and request them to remain in the area for possible medical check.

g. Stand by until assistance arrives.

h. Advise emergency response personnel that they may obtain necessary details concerning the hazardous materials by calling the Norfolk Naval Shipyard Duty Office: (804) 396-3221. When this number is called the following information will be requested:

- (1) Telephone call back number
- (2) Organization requesting information
- (3) Name of individual in charge
- (4) Manifest/shipping paper number
- (5) Nature of emergency

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Upon receipt of this information, the Shipyard will have an individual qualified in emergency response. Call the emergency response personnel with full details on the material involved. This will include specific hazards, protective equipment required, firefighting methods, clean up methods, etc.

If questioned concerning this hazardous materials shipment, advise the individual(s) that the subject materials are being shipped in accordance with applicable Federal Regulations for the U.S. Government. Refer any questions concerning this shipment to the Norfolk Naval Shipyard Duty Office, (804) 396-3221.

II. Drivers Certification (for truck shipments only).

Shipment Document Number _____ Date Shipped _____

I certify by my signature that the Emergency Response Plan above was discussed with me by the shipper prior to departing with the shipment, that I understand the requirements of the Emergency Response Plan and that a copy of the Emergency Response Plan is attached to the shipping documents delivered to me.

Drivers Signature

Date

III. Shipper's Certification

I certify by my signature that a copy of the Emergency Response Plan above was attached to the above shipping documents, and that the Emergency Response Plan was discussed with the driver by me as appropriate/required.

Code 412

Signature

Date